

PORTHCAWL COMPREHENSIVE SCHOOL

PUNCTUALITY / LATENESS POLICY

1. **PREAMBLE**

- 1.1 Parents or guardians of pupils of compulsory school age have a legal duty to ensure that their children receive efficient, full-time education by **punctual** attendance at school or alternative (Education Act 1986).
- 1.2 It is incumbent upon parents to ensure that their children attend school punctually.
- 1.3 It is incumbent upon pupils to be punctual to and between lessons so as not to hinder or hamper the educational processes of the school.
- 1.4 High levels of lateness have a direct negative impact upon educational attainment and are thus unacceptable.
- 1.5 Pupils who have a high regard for punctuality improve their life chances and develop positive attitudes that will benefit them in their adult lives.
- 1.6 This policy is produced with regard to Welsh Assembly circular 47/2006 "Inclusion and Pupil Support".

2. **POLICY**

- 2.1 The school is committed to a positive policy of encouraging punctuality among its pupils. In partnership, the school will work with pupils, parents and outside agencies to reduce instances of lateness to school.
- 2.2 The school is committed to maintaining an efficient system to record carefully instances of late arrival at school and between lessons.
- 2.3 Pupils of compulsory school age have their attendance noted twice a day. At these times lateness will be recorded.
- 2.4 A register will be called at each lesson. Lateness to lessons will be recorded as part of this process.

2.5 Reasons for lateness will be noted and explored with a pupil in a positive manner designed to reduce and manage the problem.

3. **PROCESS**

3.1 The **Governing Body** will receive appropriate reports from the Headteacher as the need arises.

3.2 The **Headteacher** will:-

- Publicise the issue of punctuality and give it a high profile/priority in school.
- Set targets for lateness.
- Monitor progress made.
- Ensure that appropriate strategies are in place to combat lateness to school/between lessons.
- Ensure parents/guardians are notified of unacceptable levels of lateness.
- Liaise with the LEA where appropriate.
- Initiate with appropriate staff strategies to improve punctuality.

3.3 The **SMT** will:-

- Oversee the arrangements for lateness.
- Collaborate with HOY's to reduce poor punctuality.
- Make periodic checks on the lateness statistics for their link year.

3.4 **Heads of Year** will:-

- Ensure the appropriate lateness procedures are implemented fully and consistently.
- Work in partnership with pupils and their carers to manage down instances of unacceptable lateness.
- Work with EWO to pursue and possibly prosecute extreme cases of lateness.

3.5 **Form Teachers** will:-

- Mark as late those pupils who arrive after the register has closed.
- Explore with pupils the reasons for lateness and possible solutions.

3.6 **Classroom Teachers** will:-

- Use the PPMS attendance module to note instances of late arrival at lessons and establish reasons for lateness.

3.7 **Attendance Clerk** will:-

- Record instances of late arrival at school.
- Keep accurate statistical records relating to lateness.
- Update the target sheets relating to punctuality.

3.8 **EWO** will:-

- Liaise with the officers indicated above.
- Work with pupils and parents to reduce incidents of late arrival at school.

4. **PROCEDURES**

4.1 PPMS will keep a record of all late arrival of pupils.

4.2 Once a pupil has 3 lates recorded a detention is given coupled with a warning letter to the parent (Letter A). The letter will be generated via the Sims system and copied to the Head of Year for reference.

4.3 The HOY will organise and oversee the serving of the detentions and will record it in the pupil's pastoral file.

4.4 The original number of lates is kept as a record and 3 or more detentions will trigger a pupil/parent interview with the HOY. This is brought about using Letter B. The HOY now liaises with the Education Welfare Officer and makes a decision about support/sanctions as appropriate.

4.5 Letter from EWO (Letter C)

4.6 First warning from EWO (Letters D & E).

LETTER A

KD/

Date:

Dear

Ref: _____ **of** _____ **d.o.b.**

I write to inform you that _____ has been late to registration on three occasions since _____. Clearly punctuality is an important personal quality and will prevent a dislocation or disruption to _____'s education.

As a consequence of this poor timekeeping a detention will be served on _____. This letter provides you with written notice of the detention and informs you formally of the lateness to school. May I warn you that the regulations concerning lateness will be enforced should the present situation not improve.

Should you wish to discuss this matter then please contact your child's Head of Year who will assist you in the matter.

Yours sincerely

K DYKES
Headteacher

To: Year Tutor of _____
Form _____

I acknowledge your letter indicating that my son/daughter has been late _____ times since _____. I note that detention will be served.

Signed: _____

Dated: _____

LETTER B

KD/

Date:

Dear

Ref: _____ **of** _____ **d.o.b.**

As you are aware from previous correspondence there have been issues surrounding _____'s punctuality. Despite previous correspondence and sanctions taken there is still the matter of continued lateness to school or lessons. Would you please contact the school to arrange a meeting with your child's Head of Year to discuss the matter.

Yours sincerely

K DYKES
Headteacher

